



DEVELOPMENT SERVICES DEPARTMENT  
BUILDING DIVISION  
276 Fourth Avenue Chula Vista CA 91910  
619-691-5272 619-585-5681 FAX

# MOBILEHOME PARK BUILDING PERMIT WORKSHEET

## FORM 4565

Per Title 25, Section 1018, a permit is required for the installation of a mobile home, accessory structures and any relocation of utilities outside the mobile home coach. Any changes to the coach itself, must be submitted to and approved by the State of California Housing and Community Development Department.

### **A PERMIT IS NOT REQUIRED FOR:**

- Minor maintenance work to including the replacement of existing utility metering devices.
- Previously installed portable air conditioning equipment reinstalled with the unit installation.
- The installation of a storage cabinet on a lot. Storage cabinets of 120 square feet or less in floor area (the total, combined floor area of all storage cabinets on a lot shall not exceed 120 square feet).
- Construction or installation of a stairway having a landing not to exceed twelve (12) square feet.
- A landing less than 12 square feet in area
- Construction or installation of a window or door awning.
- Construction or installation of removable insect screening, flexible plastic or canvas type material used as an awning or as an awning or carport enclosures.
- Construction or installation of a retaining wall less than four (4) feet in height measured from the bottom of the footing to the top of the wall, unless it is supporting a surcharge. For the purpose of this section, a surcharge is any additional soil or load placed on the existing soil retained by the wall.
- Construction or installation of a patio, as defined in section 1002(p)(3)
- Fences not over six (6) feet high.

**All work must comply with Title 25 requirements.**

**NOTE: Work exempt from building permits must meet Title 25 requirement and/or California Building Codes.**

### **A PERMIT IS REQUIRED FOR:**

**Mobile Home Installation** - Please provide the following:

- Completed FORM 4565
- Manufacturer's Installation Manual
- If manual does not include tie down system:
  - Foundation/support system State approved or approved by a licensed architect or engineer
  - Tie down system State approved or approved by a licensed architect or engineer
- Relocation of utilities outside the mobile home coach

**Mobile Home Accessory Structures** – Please provide the following:

- Completed FORM 4565
- SPA approved plans
- If SPA approved plans are not used:
  - Plans must conform to California Building Codes

**Earthquake Resistant Bracing System (ERBS)** – Please provide the following:

- Completed FORM 4565
- State approved Earthquake Resistant Bracing System

**Lot Line Change** - Please provide the following:

- Completed application form for Lot line Change in a Mobile Home Park and required submittal documents per Section 1105 and Title 25.

Two copies of all forms and plans are required at submittal. A third copy of the mobile home plot plan sheet is required. After submittal of the above, a pre-inspection will be made prior to issuance of a permit. Assure that lot lines are marked and placement of mobile home and accessory structures are marked with stakes and/or flags. Should you have further questions, contact a Development Services Technician at 691-5272 extension 2332.